

BY-LAWS

INSTITUTIONAL ERGONOMICS COMMITTEE

I. Purpose

The purpose of the Institutional Ergonomics Committee is to help protect workers from workplace illnesses and injuries resulting from ergonomic risks or hazards. The Committee will facilitate and assure the implementation of the institutional requirements of the Ergonomics Program at the Laboratory. This institutional "safety" committee will have a 1) strong relationship to environmental, safety, and health issues; 2) technical and operational focus; and 3) Laboratory and contractor-wide scope.

II. Membership

Eligibility: Members shall be Laboratory and contractor employees.

Appointment: Each member of the Committee shall be nominated by their Division/Program Director or, if a subcontractor organization, by the authorized manager.

Terms of Appointment: Members of the Committee shall serve for a period of three (3) years from the time of appointment or until a successor has been appointed. One-third of the appointments will end and new members will be selected.

Vacancies: In the event of a resignation or inability of a member to complete their term, the vacancy shall be filled as described in "Appointment" above.

Voting: Each member shall have one vote. A majority vote of all members present is required for approval of any Committee business subject to a vote. All voting shall be done by show of hands, unless otherwise requested. Eight voting members is required for a quorum.

Officers: The officers of the Committee shall consist of a Chairperson, Deputy Chairperson, and Recording Secretary.

Duties:

Chairperson

- Preside at all meetings of the Committee
- For voting purposes, verify that a quorum is present
- Establish the agenda for each meeting with input from Committee members
- Assure that the work of the Committee is prioritized, a strategic plan is developed, goals set, and performance of the Ergonomics Program is measured.

Deputy Chair

- Assist the Chairperson in performing duties
- Serve as Chairperson in his/her absence

Project Leader for Occupational Ergonomics

- Write minutes for each meeting
- Distribute minutes to Committee members after each meeting
- Provide leadership of the Ergonomics Program to the Committee by sharing all information relevant to the needs of the Committee, support the work of the Committee,

Members

- Shall participate fully in the deliberations of the Committee as described in this document.
- Shall exercise the right to vote.
- Shall not attempt to influence another member.
- Shall not attempt to represent the interests of a single group or class of employees.
- Shall designate a single 'alternate' to represent them fully when the member cannot attend a Committee meeting.
- Shall keep the alternate informed of the business of the Committee.
- Shall provide leadership of the Ergonomics Program to the Committee by
 - sharing all information relevant to the needs of the Committee,
 - supporting the work of the Committee,
 - identifying special emphasis areas for the Ergonomics Program,
 - fostering communications on ergonomics issues for the Laboratory,
 - evaluating the impact of any proposed changes to institutional requirements of the Ergonomics Program,
 - supporting the annual strategic plan for the Ergonomics Program, and
 - communicating the effectiveness and overall performance of the Ergonomics Program.

Alternates

- Shall assume all of the rights of a full member when that member is absent.

Selection of Officers: Officers shall be nominated during the last meeting of each calendar year and elected during the first meeting of the new calendar year.

- Terms: Officers shall serve one calendar year.
- Voting: Voting shall be by show of hands or by ballot (electronic or paper).

III. Meetings

Schedule: Regular meetings shall be held twice per month as determined by a voting majority of the Committee.

Special Sessions: These meetings may be called by a voting majority of the Committee. Such sessions may be held to perform work or to continue unfinished business from another meeting.

IV. Subcommittees

Authorization: The Committee may authorize the formation of a subcommittee or subteam for the purpose of meeting to work on special topics. The Committee determines by a voting majority when a subcommittee or subteam is needed. The Committee also sets by a voting majority a finite period of time for the subcommittee or subteam to complete its work.

V. Groundrules

The rules governing the conduct of all Committee meetings are as follows:

- Members who are unable to attend a regular meeting shall notify the Chairperson *prior* to the scheduled meeting.
- Regular meetings will be held on the first and third Monday of each month at TA-48, CST-DO Conference Room (Building 29, Room 118).
- Issues will be placed on the agenda at the end of each Committee meeting.
- Other agenda items may be added to the agenda for subsequent meetings by contacting the Chairperson.